

FAREHAM COLLEGE
FINANCE AND RESOURCES COMMITTEE
18 November 2020

M I N U T E S

DUE TO COVID PANDEMIC THIS MEETING WAS HELD VIA MICROSOFT TEAMS

Present: Mark Hoban
 Andrew Kaye
 Bryan Newman
 Karen Shreves
 Karen Woods
 Andy Wannell (Chair)

In attendance: Richard Bryant (Deputy Principal, Finance & Resources)
 Sarah Carruthers (Director of People & Culture)
 Georgina Flood (Head of Governance)
 Lesley Roberts (Managing Director, Business Plus)

30/20 Item 1: Declarations of Interest

Members of the Committee were reminded of the need to declare any personal or financial interest in any item of business to be considered during the meeting. No interests were declared.

31/20 Item 2: Apologies for Absence and welcome to new members

There were no apologies for absence.

32/20 Item 3: Minutes of the Meeting held on the 9 June 2020

The minutes of the meeting held on the 9 June 2020 were agreed as a true and accurate record. There were no matters arising from them which were not covered elsewhere on the agenda.

The Strictly Confidential minutes of the meeting held on the 9 June 2020 were agreed as a true and accurate record. There were no matters arising from them which were not covered elsewhere on the agenda.

33/20 Item 4i: Annual Health and Safety Report to the Corporation 2019-20

The Deputy Principal provided an overview to the report circulated in advance to the Committee detailing the Annual Health and Safety report for 2019-20. The Committee were reminded that the College employed a part-time Health & Safety Officer (HSO) throughout 2019-20 who started to address the shortcomings in H&S identified by an Internal Audit at the beginning of 2019. From September 2020 the HSO has increased to a full-time position. The College has a Health & Safety committee that meets at least termly. This dedicated post has made significant effect. Items of note across the year include;

- A pragmatic approach to COVID-19 was taken implementing controls only when advised. As a result, the College did not spend excessive or unnecessary amounts. The HSO and SLT continue to work closely with all staff to ensure College COVID-19 protocols continue to be delivered at local level.

- First Aider Training continues to be reviewed throughout each academic year and we are keen to train more members of staff. Regular on-site fire drills continue to be scheduled for at least once, per term, per campus (BRC/CEMAST/CETC).
- All campus Fire Risk Assessments have recently been completed by an external contractor. Several actions have been highlighted and an action plan is being developed by the HSO & Estates Manager to schedule remedial actions
- An ‘Intruder lockdown’ process was successfully implemented at CEMAST earlier in the year, there being an existing alarm system to support the Government’s “Run, Hide, Tell” Policy. Additional work was completed on a Bishopsfield Road (BRC) alarm system to enable the same, a trial of the new system is imminent. Its roll-out to include the CETC Campus is dependent on successful results being obtained at BRC.
- Top Management Safety Tours are in place to cover all Campuses & Faculties. These are undertaken by the Deputy Principal Finance and Resources or in their absence, Faculty Directors, with support from the HSO.
- ‘Heat-map’ Audits have been introduced across all practical workshops/faculties (22 in all) allowing a checklist of over 50 Health & Safety control aspects to be reviewed on an audit basis. The first ‘Heatmap’ is being generated to enable Management to see ‘at a glance’ the strengths and weaknesses identified
- An online Hazard Reporting system has been in use for just over a year, allowing. As can be expected, due to COVID the number of accidents reported year on year has decreased however, there is a significant drop from 2017/18 suggesting under reporting. This will be raised with Faculty Directors and Technicians to ensure that full reporting is being carried out.

The Committee were asked to note the distance travelled since the audit in 2019 and noted the intention to continue to embed the culture and positive changes. The Chair commended the report and the information included.

The Committee reviewed and noted the annual report and recommended its presentation to the Corporation.

34/20 Item 4ii: Health and Safety Policy

The DP F&R spoke to the policy and advised members this was an entirely new version of the Health and Safety policy. The Committee were informed that the intention was to create a high-level document outlining our approach and our main intentions rather than including specific detail of procedure and practice. The DPF&R welcomed Committee views if the Annex A of associated procedures should remain.

ACTION: A member noted that Page 6, section 2.3 needs slight re-wording.

The Committee commended the revised policy, and it was generally agreed that Annex A should remain as a useful signposting resource. The Chair queried how and in what manner were the College intending to ‘roll out’ this policy to staff and students? The Principal confirmed that in respect of staff, a policy review and sign off function exists within our HR systems, for students we will need to think about how to condense this information for best effect.

Members of the Committee endorsed this approach and approved the policy for recommendation to the Corporation.

35/20 Item 5: Strategic and Quality Improvement Plan

The Principal provided an overview of the QIP for the Committee. It was noted that in place of the risk register (now monitored by the Audit& Risk Committee and Corporation only), the Committee would routinely be

receiving the QIP (in Finance & Resources areas) for ongoing monitoring. The Principal provided an overview of the key aspects of the QIP noting the following;

Areas to improve can be Identified as follows:

- Sustained growth in adult students – AEB allocation has historically been a challenge but this is compounded by the effect of COVID and the 2nd lockdown.
- Apprenticeships – hope to gain ground, but COVID and re-current lockdowns are a risk for us.
- Staff Turnover – vastly improved from previously however its important for us to determine if this is as an employer of choice or a result of a poor job market.
- Estates and capital plan - in hindsight may have bid for more Phase 2 capital bid funding.

A member queried the use of the progress column going forward. The Principal confirmed this will show movement from one term to the next as either positive/negative or staying the same. Members commended the report and its clarity.

Members of the Committee reviewed and noted the Strategic and Quality Improvement Plan

36/20 Item 6i: Management Accounts

Members of the Corporation received a confidential paper on the Management accounts. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

37/20 Item 6ii: Capital Projects update

Members of the Corporation received a confidential paper on Capital Projects. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

38/20 Item 6iii: Business Plus update

Members of the Corporation received a confidential paper on Business Plus . Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

39/20 Item 7i: People & Culture Update

The Director of People and Culture provided a brief overview to the termly people and culture update circulated to the Committee in advance.

In respect of COVID, we have had 5 confirmed cases since September with 57 staff self-isolating at its peak. Overall COVID procedures are working well, people know who to call or notify etc. Staff have largely reacted well to Lockdown 2.0 and we continue to get feedback from staff, keep in touch with them, think about communications and general wellbeing. The Committee were informed that general sickness absence figures are notable better than this time last year possible reasons for this include a more flexible approach to working, and notable increase in hygiene/cleanliness procedures because of COVID. Flu vaccinations have been provided to 100 staff (we were unable to secure more due to a shortage of vaccines)

Staff turnover has decreased since April, from 23% to 16%. We need to do some more analysis of people leaving, there have been 1 or 2 resignations because of COVID, but these are very few and far between.

The Committee were informed the College has several staff vacancies since September. Work is underway to secure these 'hard to fill' roles and it is hoped the review of the pay policy (scheduled for later in the year) will enable us to appeal to those hard to reach industry areas. A member queried the use of social media for recruitment. DPC confirmed this was widely used, and that Facebook was notable more successful than LinkedIn for these particular roles.

The Committee were provided with results of the staff survey. It was noted that staff most value their colleagues, the people, and the culture. It was noted the top result for 'things to improve' was cross department communication. A further pulse survey is scheduled in December to see if we can drill down to see more specifically what this is referring to. Staff members in attendance suggested it could be a variation of top-down communications, cross-directorate communications (suffering because of sporadic attendance/home working) or even an overload of information. A member queried the response rate asking what was going to be put in place to encourage more engagement. DPC noted the next survey will be timed for the staff development day, which will enable people to have dedicated time to respond.

A member welcomed the addition of statistical information to the report however made a request for more context. E.g. can we review the number of staff self-isolating in relation to full staff numbers? In respect of vacancies, can we see these as a % of our full staffing complement? DPC agreed and endorsed wider statistical reporting going forward.

The Committee noted the report.

40/20 Item 7ii: Annual Pay review 2020-21

Members of the Corporation received a confidential paper on staff annual pay review. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

41/20 Item 8: Strategy/Policy

The DP F&R provided members of the Committee with an overview of policy changes;
The Committee were informed that there had been no changes to the expenses policy.

The Committee were informed that the Treasury Management policy had been updated in line with wider College documents, had generally been simplified with unnecessary detail removed.

The Committee approved the Financial Regulations, Expenses policy and Treasury Management policy

42/20 Item 9: Annual review of pay and remuneration of Senior Postholders & Head of Governance

Members of the Corporation received a confidential paper on the Annual review of pay and remuneration of Senior Postholders & Head of Governance . Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

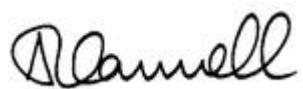
43/20 Any other Business and Date of next meeting

The DPF&R requested Committee approval to update the signatories on the Santander Bank account from Nigel Duncan and Emma Baxter to himself and Andrew Kaye. The Committee approved,

DECISION: The Committee approved the update of bank mandate for the Santander account to include Richard Bryant and Andrew Kaye.

It was noted the next meeting of the Finance and Resources Committee would be held on Wednesday 10 March 2021 at 5.30pm. The meeting ended at 19.11

SIGNED

A handwritten signature in black ink, appearing to read "Niamh".

DATE 10 March 2021